



**Foundation Board of Trustees Meeting**  
**Monday, October 24, 2016**  
**4:30 pm. – EASTERN Seminar Room**

**Members Present:** Roseann Nyiri (via phone), Tom Allen, Linda Heiberger, Steve Seu, Curtis Griffin, Art Levinowitz, Cynthia Rotelle, Silvia Diaz, Marie Hartlein, Gary Felmey

**EASTERN Staff Present:** Amy Shields, Joe Greb, Irene Dickinson

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1. Meeting was called to order at 4:45 p.m. by Steve Seu.  
The Foundation Board welcomed new member, Marie Hartlein, from Montgomery County Community College/EASTERN's Computer Network Administration Occupational Advisory Committee.
2. **Review and Approval of Minutes – September 26, 2016**  
Steve Seu asked for a motion for all present members to approve the September 26, 2016 minutes. Linda Heiberger made the motion to approve, and Cindy Rotelle seconded the motion. The motion was unanimously approved.
3. **Approval of Financial Reports – Irene Dickinson**  
Irene noted that we are averaging 3 to 4 credit card online transactions per month for Foundation contributions. Steve Seu noted that is steady, so it is going well at this point.  
  
Irene directed the committee's attention to the Form 990 that needs to be approved by the Foundation, and signed by Roseann Nyiri by November 15. Roseann noted that she would stop by soon to sign the 990.  
  
Linda Heiberger made the motion to approve the financial reports, and the 990. Cindy Rotelle seconded the motions. The motions were unanimously approved.
4. **Membership**  
Cindy Rotelle has officially agreed to remain on the Foundation Board. Gary Felmey made the motion to approve the reappointment. Linda Heiberger seconded the motion. The motion was unanimously approved.
5. **Update on Solicitation/Ad Book Letter – Amy Shields**  
As of October 26, 2016, \$1,505 in ads have been collected, and \$600 in general contributions. This makes a total of \$2,105.
6. **Giant A+ Rewards Program – Amy Shields**  
Amy asked all Foundation Board members to double check their registrations or to give her their bonus card number and she will check it for them. Giant had some glitches in their system, and asked to have our members check their previous registration.

**7. Update on Jerzee's Fundraiser – Tom Allen**

Tom Allen noted that the 50/50 generated \$93, the food and beverage sales generated \$125. Several cash donations were made totaling \$60. A total of \$278 was raised.

Steve Seu extended his thanks to the great number of EASTERN staff who participated in the fundraiser, all EASTERN's Administration team members, and to Amy and her band members for donating their time.

**8. Awards Schedule Review – Steve Seu**

Under a proposal developed by Dr. Jim Hessinger when he served on the board, incremental increases in the award amounts were proposed. At that time, the Board agreed to review the proposed increases prior to the year of implementation and to decide then if we should implement the schedule. Steve Seu and Roseann Nyiri both expressed concern that if we increased the amount of the awards this year we could end up expending more money that we take in.

For the newer members, Steve explained the core awards.

We are supposed to increase the awards for this upcoming year, increasing our funds distributed by more than \$5,000, potentially causing a shortfall of more than \$3,000 as early as 2017.

Tom Allen agreed that it would be nice to see if we can reach our fundraising goals for this year, and what the differential is.

Gary Felmey noted that we need to update our awards schedule by including the \$100 Straight A award that was added last year.

Roseann and Steve made the motion to keep the awards at their current level for the 2017 Awards Night, and revisit it again for the following year. Linda Heiberger seconded the motion. The motion was unanimously approved.

Roseann noted that we can revisit this decision at any time, and that it may be more fruitful to have this discussion after January 1.

**9. New Business**

Steve brought up estate planning/planned giving to benefit the EASTERN Foundation. He reminded the committee that George will research the process for discussion at a future meeting.

Tom Allen noted that Karen Wiley Sandler has offered to work to find a replacement and, if the Foundation would like to have her participate she would be willing to continue as she is able.

Linda Heiberger noted that she will reach out to Electronics Engineering Technology grad, Rob Illuminati to see if he would be interested in joining the Foundation. She also asked Amy to locate the Congress-Bundestag scholarship winner list.

**10. Meeting Dates: 4:30 p.m. at EASTERN unless otherwise noted**

- January 23, 2017
- March 30, 2017 – Mike's Bar and Grill Fundraiser from 5 – 8 p.m. Official meeting at 4 p.m. at Mike's